

**DPW Commissioner Meeting  
Wednesday, December 11, 2013  
7:00 p.m. – Police Station Community Room**

In attendance were three DPW Commissioners, the DPW Director and Asst. DPW Director, Selectpersons Battistelli and Wilkinson, Bill Wagner/Finance Committee, and Herman Lilja/Planning Board (Commissioner Sena arrived at 7:10 pm).

**7:00 PM      Approval Items:**

Board of Commissioners Minutes Approval: Commissioner Reed moved to accept the minutes of the 11-20-13 meeting, seconded by Chairman Gardner, Vote: 2-0.

Approval of Sale of Cemetery Lots - none

**7:05 PM      Open Session:**

Open for Public Discussion with the Commissioners

**7:10 PM      New Business:**

**7:45 PM      Ongoing Business:**

Sewer Capacity Assessment Reports: Director Parisi said the consultant is required by contract to hold a public meeting; it should be held sometime between now and the first of the year. It is being scheduled for Wednesday, 1/22/14 at 7pm during a DPW Commissioner meeting.

City Hall Systems: J. Parisi distributed some information that was developed to furnish to City Hall Systems. He said we have to consider the non-computer user during this process. Most of the work load is selling the stickers for DPW staff. We need to ask them tomorrow how they charge the town for their services. They are asking what we would anticipate for on-line sticker sales. Chairman Gardner said people tend to go on the weekend, and there's no one to take your money on the weekend. Commissioner Reed said we had spoken about eliminating the fee for additional big items and just increasing the sticker rate by perhaps \$5.00 per year. He said the inns buy some stickers and give them out to their guests so there's a chance more revenue could be generated going this route. Vehicle counter numbers would be helpful said Commissioner Sena. We need to make the decision on automating the purchasing of parking and transfer station stickers. Director Parisi said going with City Hall Systems would greatly reduce the workload for DPW staff and he thinks this will be very convenient for residents. Chairman Gardner said he has received complaints from residents who are at the Transfer Station on the weekend and have cash to dispose of a large item and are told the staff can't take their money. He said we should eliminate the fee for disposing large items and increase the cost of the stickers for everyone.

Community House Management: Chairman Gardner said many options have been developed for how this is structured. The Board of Selectmen wanted an individual to show the facility and potentially enforce the rules. We looked at having the scheduling done at the DPW office and perhaps have a full time custodian to assist with the cleaning of the space. We were going to put the stipend funds together with the funds

being spent for contracted maintenance. Then we heard perhaps a wedding planner kind of position would be desired.

Selectperson Wilkinson provided a history of what the Board of Selectmen were thinking when this position was created. The job description was reviewed; it was originally developed by Selectperson Lucas. It was stated that coordinating the management of the building with the Council on Aging wasn't viable. Selectperson Wilkinson said the greatest concern of the Board of Selectmen is that this is a beautiful building and a great resource; it's used quite a bit. The building was missing someone to oversee it. We need to make sure it's locked up – and have someone who can provide details on the building. She said they used the model of the dog officer when developing this position.

Commissioner Reed said the rules don't all make sense; the time blocks that are detailed wouldn't work for many events. The proposed Community House Rules were distributed and reviewed.

City Hall systems is visiting tomorrow, Commissioner Reed said we could ask them about handling some community Building tasks; also the town website would be helpful here. He said the schedule of the building should be on the website so individuals could reserve it on-line.

Selectperson Wilkinson said a pdf document should be designed describing the building so it could be available on-line for interested individuals to review.

Chairman Gardner said we need to figure out the credit card situation, given the potential for damage to the building. Selectperson Wilkinson agreed to investigate the credit card availability.

DPW Director Parisi said this position would operate within the DPW structure to get tasks completed.

Commissioner Reed moved to establish the Community House Building Manager position at a stipend of \$10,000 per year, seconded by Commissioner Sena, Vote: 3-0.

Energy Efficiency: Some additional information was discussed regarding the reports that were distributed at the last meeting. On the wastewater plant, replacing the heating system should reduce the oil consumption. There is funding in place to do that. Back Beach has new pumps, etc. some energy savings in a five year plan, same with the Pigeon Hill station.

It was commented that the report isn't indicative of true operations, but more efficient motors will save energy. Some grants are available now for that.

Chairman Gardner said this is where we look at where the big energy draws are and we try to do something about them. Director Parisi said the Asst. to the Town Administrator had an offer from a consultant to look at the whole town. Director Parisi said that Weston Sampson is working for National Grid and they provide services to towns under their contract with National Grid to get projects that are paid for by a high percentage by National Grid because of the savings in energy. They are trying to work out the details. J. Parisi said he and the Asst. to the Town Administrator are working on the electrical power for both the town including the schools trying to get lower costs. Regarding the Building Study Committee; the Asst. DPW Director said all three proposals are still being considered. Chairman Gardner said if the Planning Board would like to get involved in determining how best to utilize town buildings; it would be great to hear what their views are.

Commissioner Reed said we need to determine if Town Hall is going to be adequate in 10 years or in twenty years.

The Asst. DPW Director said other communities are becoming green communities. Director Parisi said we don't have the manpower now to look into something like that. Other communities have full time planners who can take on a project like that.

It was suggested to invite the group that M. Vieira is working with to the workshop. Commissioner Reed said he'd like to learn more about solar possibilities for Rockport. He said there are some areas in town that could be used for solar power. Commissioner Reed said the workshop should be scheduled before the end of February, 2014.

FY15 Operating Budget: Director Parisi said the budget has been submitted.

### **8:45 PM      Ongoing Capital Projects**

Bill Wagner made a presentation regarding the CIPC process. He said there were several concerns regarding the quantity of ongoing projects - \$11M in appropriations, \$5.5 in unspent funds, \$2.5 is prior to FY '14. Some are as old as 2003. \$3.5M from FY '14, FY '13 \$1.3 is open, earlier than FY '11 \$5.4M still open. Many of these are virtually closed, 14 projects totaling \$1.1 are outstanding from before 2011. Many of the projects on the list indicate "to be closed" or "closed". There are concerns regarding the delay of starting projects that tie up appropriations from other years; so perhaps there was a better use for those appropriations. The delays can lead to higher costs; that make us question could a better process have been in place. He questioned if we are appropriating funds before we have the ability or capacity to start these projects. The projects that are open and appropriated, if they are funded by debt, often times require borrowing well in advance. These borrowed funds result in debt service to the town, so if we're borrowing the funds and are not using it for these projects, that's a concern. The town's short term borrowing is \$2.3M, and long term debt is \$5.6M. For example, the Pigeon Hill water tank for FY '15, this is a 3<sup>rd</sup> request bringing the total to \$650,000, there were prior requests; it appears the scope has changed over time.

What to do in FY '15: There are new requests totaling \$9.8M, some appear routine or maintenance related. It is questioned if we should we take a hiatus. Many projects for the current year were submitted without requisite quotes and unclear justification. For example, the DPW facility, in FY '14 \$75K was appropriated with \$500,000 anticipated. Then it climbed to the \$6M range with more space. The construction was to occur over 6 to 12 months; it was going to replace the existing facility. This raises the question of how operations would occur during construction. The new facility probably needs the Master Building Study, it was questioned if it should be pushed off until the completion of the building study. Chairman Gardner said we don't know the status of the Master Building Study and questioned if it makes sense to construct a new building right on the spot of the existing building.

The Asst. DPW Director said it has always been discussed that the DPW facility wasn't going to be part of the Master Building Study. The DPW Director said initially the plan was an inexpensive bear metal. But when we looked at what would be needed in the building (showers facilities, locker rooms, break rooms,

mechanic space, etc.) the costs increased to do the job right. He said we need these projects funded to get things going. We need to look at how much money was actually put in place during the fiscal year. The yearly storms really create problems with scheduling these projects. Selectperson Battistelli said that was acknowledged at the CIPC meeting; that it's difficult to manage a schedule when the unexpected storms occur. Chairman Gardner said the summer creates additional scheduling problems because people don't want things obstructed; this limits the usable construction period.

The Capital Improvement Planning Committee is looking for guidance from the DPW Commissioners on this. Some questions are: Can we close out some existing projects to reduce the backlog? Which projects are worthy of consideration; and if worthy, can these projects realistically be finished in the projected timeframe?

W. Wagner said oftentimes engineering funds are requested in one year with a request for the full project in the following year. He said, if we look back, in many instances, there could be a full year lag in requesting the total funds.

Selectperson Battistelli said the CIPC is meeting next week, on Monday and Wednesday. She said they don't want to be making decisions around prioritizing requests without input from the DPW Commissioners. A question is, how much does the town want to get into debt, both short and long term. She said the CIPC is looking at what projects to recommend for funding from all town departments.

Bill Wagner said they are "rating" each proposal: 1) is critical, needs fixing or we need to comply with legislative issues, 2) is necessary to continue services, 3) not mandatory but perhaps cost justified, and 4) is recommended for postponement.

Chairman Gardner said we've been working on the project management software so that all of these projects can be put in a single package and see when they were appropriated and how they're grouped together. That way they can be reviewed strategically. Sometimes we enter a placeholder for the budget with our best guess, but we don't want to spend any money on engineering studies. We then complete the engineering study and that results in a much higher amount than we anticipated.

Selectperson Wilkinson recommended that the DPW original proposals should be coded differently. She said they were previously encouraged to get projects in the list even if cost projections were not available. There could be a "shovel-ready" category and a "placeholder" category, so we can see them coming, but funds may not be needed immediately.

Commissioner Reed said in the budget process, one or two years out is realistic, more than two years are really placeholders. More than two years is just for planning purposes.

Bill Wagner said when we go to the voters at town meeting we need to let them know what the required plans are and the associated costs. Commissioner Reed said we can't be held accountable for years 3, 4, and 5 if the cost projections increase. He said we can't get to the right numbers five years out.

It was stated that Long Beach costs were a "range". The cost projection included the seawall, the beach replenishment and some other costs. Selectperson Battistelli said June Michaels recommended that separate costs for each component should be detailed. Chairman Gardner said on Long Beach, now with the ten year leases, the cottage owners are reliant on an infrastructure that may not last for the term of the lease. The infrastructure includes the wall, the road, the sewer, the southern part of Cape Hedge, etc. If something catastrophic occurs there, we may end up doing something that isn't necessarily the best plan

because it's an emergency situation. Chairman Gardner said it's difficult to plan until the sediment transport study is complete.

Chairman Gardner said how other communities handle the CIPC process should be reviewed; how they manage their backlog, etc. W. Wagner said many communities are projecting the same five year plan that Rockport is projecting.

DPW Facility Design: J. Parisi said it was questioned if the \$6.6M was necessary for the project. He said we tried to see if the existing building could be used as just storage and another structure could be built for employee locker rooms, showers, offices, etc. and the cost came down to \$5.3M. Commissioner Sena said the engineering costs, markups and contingencies really add up. He said the existing building has to go, it's useless. He said we cannot continue to have our DPW staff working out of a facility in that kind of shape. He stated that a 30,000 sf building, 145 X 100 and 185' can still house everything we asked for with two floors, the first floor 30' to 35' X 100' can house lockers, showers, carpenter's work room, storage, etc. Commissioner Sena said he sent this out to a space metal vendor; utilities will need to be added. Director Parisi said the engineers get 10% of the total cost of the building.

#### **8:55 PM      Other Issues of Discussion**

##### Tickler List:

January, 2014	Sewer use regulations
January, 2014	Community House Facilities Mgr.
January, 2014	Revenue Collection Software/separate charges for drop-off, City Hall Systems visiting to gather information on 12/12 at 10am
January, 2014	Energy Efficiency
January, 2014	FY '15 Capital budget review

Next Meeting: Wed., January 22, 2014, 7pm – Public hearing on sewer capacity study

9:45 PM      Commissioner Reed moved to adjourn, seconded by Commissioner Sena, Vote: 3-0.